

**SECRET**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110081-6

REPORTS INVENTORY						CONTROL NO.					
PREPARE IN DUPLICATE						DDS/OF-147					
1. TITLE OF REPORT (if a fill-in report include Form No.) Financial Management Improvement Report (feeder)						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING					
3. FUNCTIONAL AREA <table border="1"><tr><td>PERSONNEL</td><td>TRAINING</td></tr><tr><td>LOGISTICS</td><td>SECURITY</td></tr><tr><td>MEDICAL</td><td>X FINANCE</td></tr></table>							PERSONNEL	TRAINING	LOGISTICS	SECURITY	MEDICAL
PERSONNEL	TRAINING										
LOGISTICS	SECURITY										
MEDICAL	X FINANCE										
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual			6. DISTRIBUTION (No. of components not number of copies) 17						
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING <table border="1"><tr><td>YES</td><td>IF YES GIVE ADP PROCESSING NO.</td></tr><tr><td>X NO</td><td></td></tr></table>			YES	IF YES GIVE ADP PROCESSING NO.	X NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT BOB Bulletin 70-13		
YES	IF YES GIVE ADP PROCESSING NO.										
X NO											
10. PREPARING COMPONENT (include lowest level contributing information to report) SIPS			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)								
12. COST FACTORS											
A. MANUAL PREPARATION AND REVIEW COSTS											
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	=	COST PER YEAR					
GS-15	\$11.36	3	\$ 34.08	1		\$ 34.08					
B. COSTS OF COMPUTER PRODUCED REPORTS											
TOTAL COSTS PER YEAR \$ 34.08											
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.											
14. FUTURE GOALS											
GOAL PROPOSED BY COMPONENT FOR THIS REPORT RETAIN AS IS <input type="checkbox"/> OTHER (explain) CHANGE DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS      DOLLARS					
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION					
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